

## **URBAN***PROMISE* MINISTRIES JOB DESCRIPTION

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Position Title FT High School Math Teacher Department UrbanPromise Academy

Reports To UPA Principal Salary Range FT 45,545.28 -\$48,045.28 + Benefits + 401 (K) to include summers off + Total Rewards Package

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### **Position Summary:**

This teacher will be responsible for helping high school students develop their math skills and their enjoyment, comfort, and confidence with math. The math teacher will work closely with the UPA team to create a program and a class environment favorable to learning and personal growth; to establish effective rapport with students; to motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for future learning and productive citizenship in accordance with each student's ability; to establish good relationships with parents and other staff members. The teacher is responsible for planning and implementing lessons in accordance with the standards set forth by the UrbanPromise Academy, State of NJ, and Common Core standards.

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### **Essential Job Functions (List the most important responsibilities of the position here):**

1. Uphold UrbanPromise values (Faith, Innovation, Community, Wellness) and demonstrate the character qualities of enthusiasm, flexibility, integrity, kindness, self-control, and perseverance.
2. Assess the math (primarily Geometry, Algebra 1, Algebra 2 and basic skills) knowledge, skills, and abilities of students.
3. Build upon existing curriculum, develop daily lesson plans, and lead instruction in ways which build upon student interests and are responsive to the learning needs of a differentiated student population.
4. Develop and implement effective means to measure student learning, review and grade student work, document student progress and conference with parents/guardians. Regularly update the school's management and information system with attendance, assignments and grades.
5. Clearly and consistently communicate, model, and enforce UPA behavior expectations; implement classroom specific policies and procedures all with a goal of maintaining a safe, welcoming, and positive learning environment.
6. Depending on the skills, interest, and availability of the candidate, this position could include teaching or supervising some basic computer skills classes or teaching an elective as well.
7. Participate in and seek out professional training and development opportunities.
8. Maintain a clean, orderly, and organized classroom environment.
9. Attend and actively participate in weekly staff meetings, monthly all-staff meetings, and periodic all-staff events. Assist in UrbanPromise development activities.
10. Participate in the employee performance evaluation process.
11. Perform other related tasks as assigned by the principal and or administrators at UrbanPromise.

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## Essential Job Requirements:

EDUCATION	Bachelor's degree in a relevant field. Secondary education teaching certification.
EXPERIENCE	At least two years of teaching experience with high school aged youth.
REQUIRED SKILLS	Excellent instruction and interpersonal skills.
PREFERRED SKILLS	CPR and First Aid Certification.
PHYSICAL REQUIREMENTS	The UPA includes an expeditionary learning component. Teachers are expected to perform duties and responsibilities of a physical nature. A physical examination by a medical doctor that includes proof of TB and Hepatitis test must be presented if hired.

## **\*\*Equal Opportunity Statement**

*At UrbanPromise, diversity, equity, inclusion, and belonging aren't just ideals—they're vital to our success. We're all about building a team that mirrors the beautiful diversity of the communities we serve. We're committed to nurturing an inclusive workplace where every staff member, youth, family, volunteer and or donor regardless of background, feels right at home, fully engaged in our inspiring mission and values. Plus, we're dedicated to championing racial and social equity in everything we do! Join us in this incredible journey toward a more diverse, inclusive, and equitable future!"*

*UrbanPromise is an Equal Opportunity Employer. All applicants who believe they meet the stated qualifications are encouraged to apply. Resumes and cover letters should be submitted to UrbanPromise Ministries, HR Director Brian Mackey [bmakcey@urbanpromiseusa.org](mailto:bmakcey@urbanpromiseusa.org) .*